

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Public Services - PR&RD Department - Transfers and postings of employees in Panchayat Raj Wing, Engineer-in-Chief, PRED & Engineer-in-Chief RWS&S Department - Lifting of ban on transfers - Specific Guidelines on transfers for the year 2025 - Orders-Issued.

PANCHAYAT RAJ AND RURAL DEVELOPMENT (E.I) DEPARTMENT

G.O.Rt.No.392

Dated:22-05-2025

Read the following:

- 1.G.O.Ms.No.23, Finance (HR.I.PLG.&POLICY) Dept, dt. 15.05.2025.
2. Govt.Memo.No.2830856/E.I/A1/2025, Dated.16-05-2025
3. From the ENC, RWS, Lr.No.OP-II/Transfers-2025, dt.19.05.2025 and 21.05.2025.
4. From the ENC (PR), A.P., Lr.No.PRED/ Transfer/2025, dt.19.5.2025.
- 5.From the CPR&RD, A.P., Lr.No.2526903/CPR&RD/E1/2024, dt.21.05.2025

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ORDER:

In the G.O. 1st read above, Finance (HR.I.PLG.&POLICY) Department, have issued orders, relaxing the existing ban on transfer of employees imposed vide G.O.Ms.No.90, Fin (HR.I, Plng & Policy) Department, Dated.12.09.2024, for the period from the 16th of May to 02nd of June, 2025 to ensure right placement of employees, to secure optimum productivity and commitment to furtherance of Government's welfare and development objectives and also mentioned that the Departments which have unique operational systems may devise their own transfer guidelines relevant to their Departments subject to the condition that such guidelines are not contrary to those guidelines.

2. In the references 3rd to 5th read above, the Heads of the Department under the control of PR&RD Department have submitted proposals for additional guidelines to suit the requirements of their Departments.

3. Government after careful consideration of the proposals in the references 3rd to 5th read above, hereby permit the competent authorities i.e., the Commissioner, Panchayat Raj & Rural Development / Engineer-in-Chief, Panchayat Raj Engineering Department / Engineer-in-Chief, Rural Water Supply and Sanitation Department / the District Collectors / the Chief Executive Officers / District Panchayat Officers to effect the transfer of employees in all districts, with immediate effect, within stipulated time duly following the additional guidelines as mentioned below in addition to the guidelines issued in the G.O 1st read above, while effecting transfers.

4. Specific guidelines.

- (i) . Employee who has completed more than five years of service continuously at a duty station duly counting the total service rendered in all cadres shall be transferred without exception.
- (ii). All transfers shall be done in transparent manner on the basis of Performance by way of conducting counselling.
- (iii) . Wherever required, self appraisal may be obtained quickly from the employees.
- (iv). The employees who have completed more than (5) years and having ACB cases pending against them, shall not be posted in focal-post.
- (v). The time lines as indicated in the G.O. 1st read above, should be followed scrupulously.

5. Additional transfer guidelines relating to Panchayat Raj Wing:

A. Mandal Parishad Development Officers(MPDOs):

1. The MPDOs shall not be posted in their Native Division in terms of the orders issued in G.O.Ms.No.157 GA(Ser-A) Dept dt.19.03.2008 & G.O.Rt.No.519 PR&RD (E.V) Department dt.26.05.2015.

(P.T.O)

B. Divisional Panchayat Officers (DLPOs), Administrative Officers (AOs) and other Ministerial staff of DPO / DLPO Offices:

1. The CPR&RD shall make transfers of Divisional Panchayat Officers/ Administrative Officers and allot to the station as per the rules in force.
2. The Divisional Panchayat Officers/Administrative Officers shall not be posted in their Native Revenue Division.
3. The Divisional Panchayat Officers/Administrative Officers and Ministerial staff in the O/o District Panchayat Officers and Divisional Panchayat Officers who have completed 5 years of service in a Station shall be transferred invariably. Transfers shall also be affected on request.
4. District Collector(PW) is competent authority to effect transfers of the Ministerial staff of DPO/ DLPO unit.

C. Deputy Mandal Parishad Development Officers:

1. Deputy Mandal Parishad Development Officers (erstwhile Extension Officers PR&RD) shall not be posted in their native revenue division.

D. Panchayat Secretaries:

1. The posts of Panchayat Secretaries shall be filled up in all the Mandals duly rationalising the vacancies. Proportionate distribution shall be ensured in all Mandals.
2. The Panchayat Secretaries shall not be posted in their native Mandals.
3. Panchayat Secretaries facing ACB/Vigilance cases and serious financial charges and inquiries pending shall be shifted to Non-Focal Gram Panchayats of the respective Grade.
4. While shifting Panchayat Secretaries they shall not be posted in the same mandal, as there are several complaints that, the Panchayat Secretaries are posted in the same Mandal particularly in the Mandals abutting cities, Municipalities and other Urban Areas.
5. The Panchayat Secretaries whose performance is less than 50% in Tax and Non Taxes collections (based on last Three years average) shall also be shifted to Non-Focal Gram Panchayats.
6. The Panchayat Secretaries who are working for more than 5 Years on deputation in other Departments shall also be transferred as their continuation for more than 5 Years violates the existing rules.
7. If any Panchayat Secretary is working in native his/her Mandal, shall be transferred outside their native Mandal invariably.
8. The vacant posts existing in notified agency area shall be filled-up in the first instance.
9. Panchayat Secretaries whose performance is poor as per measured indicators regarding maintenance of sanitation, SWPC Sheds and drinking water shall be posted in Non-Focal Gram Panchayats.

E. Ministerial & other subordinate staff in the office of Zilla Parishads and Mandal Parishads:

1. The employees of ZPPs/MPPs working for a long time i.e., continuously for more than 5 years in the Sub Division, Divisional and Circle/District Offices of the Panchayat Raj & RWS & S (Engineering Offices), shall be transferred invariably as per the Transfer guidelines.

2. Employees who have been working for more than 5 years in the O/o Zilla Praja Parishads / Mandal Praja Parishads, shall also be transferred strictly in terms of the instructions issued in the G.O.Ms.No.23, Dt:15.05.2025 of Finance (HR.I-PLG. & POLICY) Dept.

F. Posts/Cadres not covered in the additional guidelines

In respect of the Posts / Cadres not mentioned in these additional guidelines, the guidelines and procedure specified in G.O.Ms.No.23, Dt:15.05.2025 of Finance (HR.I-PLG. & POLICY) Dept. shall be followed.

G. Transfers outside district but within zone

The Commissioner, PR&RD shall implement transfers outside the Districts but within Zone in respect of the posts for which he is appointing authority / competent authority and those applications received in the districts shall be forwarded by the Chief Executive Officer / District Panchayat Officer concerned to the O/o Commissioner, PR&RD(PR Wing) with specific recommendations.

H. In case of transfers on administrative grounds, if any, the competent authorities shall record the reasons specifically.

6. Transfer Guidelines relating to PR Engineering Department:

- (i) The ENC, PR Vijayawada shall make transfers to AEE/AE/DEE cadres as per the orders issued vide G.O. 1st read above through counselling at Zonal level. Counselling should be done by Unit Officer (i.e., Superintending Engineer) of that zone along with other Superintending Engineers and Executive Engineer, Vig & QC of that Zone. One State Officer will be deputed to concerned Zone to observe the process of counselling. The procedure/ process of transfers shall be followed as per the guidelines issued by the Government, vide G.O. 1st read above. The AE/AEE below cadre employees and non-technical employees transfers will be taken up by the concerned Unit Officer in their zone.
- (ii) The Deputy Executive Engineers who are eligible for transfer shall be posted out of the Revenue Division in which they are working and shall not be posted in their native Revenue Division;
- (iii) The AEE/AEs who are eligible for transfers shall be posted out of the Sub-Divisions in which they are now working(either PRI sub-division or PIU sub-division) and shall not be posted in their native Sub-divisions;
- (iv) The post of AEE/AE shall be filled up in all Sub-divisions/Mandals duly rationalizing the vacancies. Proportionate distribution shall be ensured in all sub-Divisions/Mandals.
- (v) Transfers shall not be allowed among the QA&QC wing (Divisions / Sub-divisions) even on completion of (5) years or below (5) years (on request / administrative reasons) and they shall invariably be transferred to PRI/PIU Division/SD/Mandals. Further the office bearers of recognized Service Associations on completion of (5) years stay at a station shall also be transferred from QA&QC (Divisions/Sub-division) on administrative grounds.
- (vi) While considering transfers and posting in QA&QC wing, the Assistant Executive Engineers with minimum (5) five years of service in field and Assistant Engineers with Diploma qualification with minimum (5) years of service in field are to be considered.
- (vii) The transfers must be on rotation: from office (Circle / Division offices) to field (PRI / PIU) and from field (PRI/PIU) to QA&QC Wing.
- (viii) The employees who have completed more than (5) years and having ACB cases pending against them, shall not be posted in focal-post.
- (ix) The request of employees having any Charges / ACB / Vigilance Cases, pending against them, shall not be considered for request transfer.
- (x) The total service in all modes like OD / deputation basis in a particular station shall be counted for total service in a particular place/ Mandal/ Sub-division/Division/ Circle/ District/ Office.

7. Transfer Guidelines relating to RWS&S Engineering Department:

- (i) The ENC, RWS&S Vijayawada shall make transfers to AEE/AE/DEE cadres as per the orders issued vide G.O. 1st read above through counselling at Zonal level. Counselling should be done by Unit Officer (i.e., Superintending Engineer) of that zone along with other Superintending Engineers and Executive Engineer, Vig & QC of that Zone. One State Officer will be deputed to concerned Zone to observe the process of counselling. The procedure/ process of transfers shall be followed as per the guidelines issued by the Government, vide G.O. 1st read above. The AE/AEE below cadre employees and non-technical employees transfers will be taken up by the concerned Unit Officer in their zone.
- (ii) The Deputy Executive Engineers who are eligible for transfer shall be posted out of the Revenue Division in which they are currently working and shall not be posted in their native Revenue Division;
- (iii) The AEE/AEs who are eligible for transfers shall be posted out of the Sub-Divisions where they are currently working. Further, they shall not be posted in their native Sub-divisions.
- (iv) The posting of AEE/AEs shall be rationalized in all Sub-Divisions / Mandals by ensuring proportional distribution. Vacant positions shall be filled equitably across all Sub-divisions / Mandals.
- (v) Transfers within the QA&QC wing (Divisions / Sub-divisions) shall not be allowed either upon completion of (5) years or below (5) years, including on request or administrative grounds.
- (vi) While considering transfers and posting in the QA&QC wing, only Deputy Executive Engineers / Assistant Executive Engineers / Assistant Engineers with a minimum of (5) five years of service in field shall be considered.
- (vii) Transfers shall be carried out in a phased and rotational manner from Office postings ((Circle / Division offices) to field positions, and subsequently to the QA&QC Wing to ensure balanced exposure and professional experience.
- (viii) The employees who have completed more than (5) years and having ACB cases pending against them, shall not be posted in focal-post.
- (ix) The request of employees having any Charges / ACB / Vigilance Cases, pending against them, shall not be considered for request transfer.
- (x) The total service in all modes like OD / deputation basis in a particular station shall be counted for total service in a particular place/ Mandal/ Sub-division/Division/ Circle/ District/ Office.

8. The Commissioner of PR&RD, Engineer - in - Chief, PRED and Engineer - in - Chief, RWS & S shall take necessary action accordingly.

[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH]

**SHASHI BHUSHAN KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT**

To,
The Commissioner, Panchayat Raj & Rural Development , AP., Vijayawada.
The Engineer-in-Chief, Panchayat Raj Engineering Department, AP., Vijayawada.
The Engineer-in-Chief, RWS&S Department, AP., Vijayawada.
All District Collectors in the State
All Superintending Engineers, PRED Department
All Superintending Engineers, RWS&S Department
All Chief Executive Officers of ZPP in the state
All the District Panchayat Officers in the state
Copy to:
The OSD to Hon'ble Deputy Chief Minister (PR, RD & RWS, EFS&T).
The PS to Principal Secretary to Government (PR &RD).
PR&RD (Mdl-I and II, Est.-II, III, IV and V)
Sf/Sc (E-file Computer No. 2830856)

//FORWARDED:: BY ORDER//

SECTION OFFICER